

Electronic Submission of Creditor Matrix

Introduction

The creditor matrix for a bankruptcy case is currently submitted on paper which is then entered into the Court's computer system. However, the Court does have the capability to import the creditor data from a DOS diskette. Directly importing the data from a diskette would be much more efficient for the Court. Additionally, since many law offices use personal computers to produce the matrix it may save the law firm the time and the expense of printing a copy of the matrix. Upon submitting creditors on diskette, a blank formatted diskette will be exchanged to replace the one submitted. If creditors have been submitted and additional creditors need to be added, please, submit only the additional creditors, not the entire list.

Format Requirements

The creditor matrix can be created by any computer program capable of producing an ASCII or DOS text file with the data in the proper format. Any text editor such as the DOS editor (EDIT), most word processors like WordPerfect or Microsoft Word and database management packages are capable of producing the required output. For the purpose of simplicity only the word processing software will be covered in these instructions. The matrix should be in a single column and each creditor entry for the case must be in the following format:

CREDITOR NAME
ADDRESS LINE 1
ADDRESS LINE 2 *(Optional line, exclude if not needed. Do not leave a blank line here.)*
CITY STATE ZIPCODE

Each creditor entry must be followed by one or more blank lines prior to beginning the next creditor entry. A blank line must also follow the last creditor entry. **Please note:** If this is an update to a creditor list that has already been filed, submit the additional creditors only. Do not submit the entire list again.

File Saving and Naming Conventions

After all the creditors are typed the file should be saved to a diskette in text format, not the word processor's document format. For individuals, the file name should be made up of the first six characters of the debtor's last name followed by the first letter of the first name and the middle initial, ending with a period and "TXT". For business or corporate debtors use up to the first six letters of the first word that is not a common word (A, the, of ...) and the first two letters of the next word followed by a period and "TXT". For example:

<u>Debtor</u>	<u>File Name</u>
Byron D. Stoneman	STONEMBD.TXT
John W. Jones	JONESJW.TXT
The Stonegrinders Corp. of VA, Inc.	STONEGCO.TXT
Rosa's Restaurant and Tax Preparation	ROSASRE.TXT

Multiple creditor matrixes may be stored on the same diskette. The diskette should also be labeled in a format similar to the example above. It would also be advisable to save a backup copy of the creditor file, either on the hard drive of the computer or a second diskette, in case another copy of the file is needed later.

Certification Requirement

The diskette must be accompanied by a completed Cover Sheet substantially conforming to Exhibit 1, which is attached.

Example Instructions for Microsoft Word for Windows 6.0

After the matrix has been typed into Microsoft Word place a formatted diskette in the floppy drive and select the following items from the menu bar at the top of the window:

File
Save As ...
Save File as Type: *(select the following type)*
 MS-DOS Text
File Name: *(enter the file name in the box below this item)*
Drives:
 A: *(or whatever is appropriate for your PC)*
OK *(left click the button one time with the mouse to complete saving the file)*

Example Instructions for WordPerfect for Windows 6.1

After the matrix has been typed into WordPerfect place a formatted diskette in the floppy drive and select the following items from the menu bar at the top of the window:

File
Save As ...
Save File as Type: *(select the following type)*
 ASCII (DOS) Text (*.*)
File Name: *(enter the file name in the box below this item)*
Drives:
 A: *(or whatever is appropriate for your PC)*
OK *(left click the button one time with the mouse to complete saving the file)*

Example Instructions for WordPerfect for DOS 5.1

After the matrix has been typed into WordPerfect place a formatted diskette in the floppy drive and select the following keyboard commands:

<CTRL> + f5 *(hold the "CTRL" key down and press the "f5" key)* **next select**
1 Dos Text **next select**
1 Save
Document to be saved (DOS Text): *(enter the drive letter and file name; for example: "A:ROSASRES.TXT")*

WordPerfect 3.5 for Macintosh Instructions

After the creditor list has been typed into WordPerfect, put a DOS formatted diskette into the floppy drive.

Select the following items from the menu bars:

File

Save As *(This brings up the "Save As" dialog box.)*

Select the floppy drive that contains the DOS formatted diskette from the list near the top of the "Save As" dialog box.

In the "Save Document As" field type the file name as instructed on the first page of this document.

From the "Format" list select "Text Export."

Click the "Save" button.

When the "Text Type" window appears, select "PC Text - Soft Return to Hard Return."

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA

_____ DIVISION

In re

Case No. _____

Chapter _____

Debtor(s)

COVER SHEET FOR LIST OF CREDITORS ON DISKETTE

I hereby certify under penalty of perjury that the List of Creditors contained on the attached diskette listing a total of _____ creditors and parties in interest, is true, correct and complete to the best of my knowledge.

I further acknowledge that (1) the accuracy and completeness in preparing the creditor listing are the shared responsibility of the debtor and the debtor's attorney, (2) the court will rely on the creditor listing for all mailings and (3) that the various schedules and statements required by the Bankruptcy Rules are not used for mailing purposes.

Debtor

Joint Debtor

Date: _____